

## MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	Coalition Workgroup (CW)
DATE:	June 25, 2008
TIME:	2:30 – 3:30 p.m.
LOCATION:	Conference Call #404-443-6397 Access Code 3319646#
CHAIRPERSON	Ann Comiskey
RECORDER	Tine Laux - Notes Carolyn Foxall - Minutes

### INTENDED MEETING OUTCOME

1. Provide updates on Coalition Survey Report
  2. Review/revise CW Meeting Calendar
  3. Discuss Michigan Profile for Healthy Youth (MiPHY) collaboration, survey tool revisions and strategies for expanding community involvement
- Propose ideas for SPF/SIG website

### SUMMARY OF KEY POINTS

1. Welcome and Introductions were facilitated by Chairperson, Ann Comiskey.
2. John Kroneck moved that minutes of May 16, 2008 meeting be approved with a correction of 2:30 – 3:30 p.m. in “Next Meeting” section (previously recorded a morning meeting).  
Motion carried.
3. CW Questionnaire had been sent out a second time and received 62 responses. Sara Lurie has e-mailed the raw data to her secretary who will generate a report of the Zoomerang. Lurie will generate a report by July 23<sup>rd</sup>.
4. CW Calendar was revised for the balance of 2008 as follows:
 

• Wednesday, July 23, 2008	2:30 – 3:30 p.m.	Conference Call
• Wednesday, September 24, 2008	2:30 – 3:30 p.m.	Conference Call
• Friday, October 17, 2008	9:00 – 10:30 a.m.	Face-to-Face (preceding SAC)
• Wednesday, November 19, 2008	2:30 – 3:30 p.m.	Conference Call
• Wednesday, December 10, 2008	2:30 – 3:30 p.m.	Conference Call

A calendar with conference call details and driving directions to SAC meetings accompany these minutes.
5. Per previous month, discussion continued regarding the Michigan Department of Education (MDE), Michigan Profile for Healthy Youth (MiPHY). It was suggested that an Ad Hoc core group be formed to work with MDE. Members designated were: Goldie Wood, John Kroneck, Kelsey Winston and Ann Comiskey. These persons will team with Kim Kovalchick, Byron Dot of MDE, and Carolyn Foxall of ODCP. Other key persons will likely be appointed. It was noted the Kelsey and Sara had sent ideas for social norming questions to Kim Kovalchick as of today’s date, 6/25/08.
6. The following CW website ideas were brainstormed;

- Workgroup profile
- Important documents
- Membership
- Meetings schedule
- Agenda of upcoming meeting(s)
- Minutes and agendas of past meetings
- Add links to websites (i.e. Prevention Network, coalitions, etc.)
- Best Practice links
- Toolkits
- Possible RSVP link (see ISAP website)

7. Other Updates:

ODCP Manager's are planning a prescription drug conference for fall 2008 – CW will play an integral role in planning. Nancy Becker-Bennett is the lead person for this project

<b>ACTION</b>			
<b>ACTION ITEM</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>PROGRESS AND FOLLOW-UP ACTIONS</b>
Minutes Typed	Notes from Laux to Foxall	7/9/08	Late submission 8/1/08
Compile results of Questionnaire and to CW	S. Lurie	7/23/08	7/16/08
Review responses of Questionnaire for discussion at June meeting	All Members	7/23/08	Discussed at July 24 <sup>th</sup> (make-up) meeting. Responses will be aggregated and forwarded to SAC with recommendations.
Identify 1-2 social norming questions that may be included in MiPHY, as possible and get to K. Kovalchick	S. Lurie and K. Winston	6/25/08	Completed. Will be reviewed by MiPHY team.

<b>WORKGROUP OVERLAP</b>			
<div style="display: flex; flex-direction: column; gap: 5px;"> <div>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL EFFECT ANY OTHER WORKGROUP OR CLUSTER.</div> <div>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</div> <div>■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</div> </div>			
<b>OVERLAPPING GROUPS</b> <small>(PLEASE LIST ALL GROUPS)</small>	<b>OVERLAPPING ISSUE</b>	<b>COMMUNICATION STRATEGY</b> <small>AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP</small>	
<b>RESEARCH &amp; TECHNICAL ASSISTANCE REQUESTS</b>			
<div style="display: flex; flex-direction: column; gap: 5px;"> <div>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE "NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS." ANOTHER ACTION ITEMS MAY BE "JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS."</div> <div>■ NOTE THE REQUEST FOR RESEARCH IN THE "REQUEST FIELD." NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE "TO WHOM" FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE "ACTION TAKEN" FIELD.</div> </div>			
<b>Please be very clear about what is needed and what was done to meet that need.</b>			
<b>REQUEST</b>	<b>TO WHOM</b>	<b>ACTION TAKEN</b>	
N/A			
<b>NEXT MEETING</b>			
<b>DATE:</b>	JULY 23, 2008		
<b>TIME:</b>	2:30 – 3:30 P.M.		
<b>LOCATION:</b>	Conference Call #404-443-6397; Access Code 3319646#		
<b>ANY ADDITIONAL COMMENTS?</b>			
NONE			
<b>ATTENDANCE</b>			
<b>PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT "YES" IF THE PERSON ATTENDED THE MEETING AND "NO" IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.</b>			
<b>MEMBERS' AND GUESTS' NAMES</b>	<b>ORGANIZATION</b>	<b>WORKGROUP AFFILIATION</b>	<b>HERE?</b> <span style="color: red;">Yes/No</span>
COMISKEY, ANN	TROY	CW CHAIRPERSON	YES
FOXALL, CAROLYN	MDCH - ODCP	STAFF LIAISON	No
HORSFALL, SUZANNE	SUBSTANCE ABUSE COUNCIL SERVING CALHOUN COUNTY	VICE CHAIRPERSON	YES
KRONECK, JOHN	LGWPS MONTCALM COUNTY	MEMBER	YES
LAMPAR, KEN	MACOMB COUNTY PREVENTION COALITION	MEMBER	No
LURIE, SARA	ISAP INGHAM COUNTY/EATON ISD	MEMBER	YES
DAVENPORT, CHERYL	TROY COMMUNITY COALITION	MEMBER	No
MCANDREW, E.J.	VAN BUREN/CASS DISTRICT HEALTH DEPT.	MEMBER	No
REESE, DONNIS	ALLIANCE OF COALITIONS FOR HEALTHY COMMUNITIES (ACHC)	MEMBER	No
SCOTT, LARRY	ODCP- PREVENTION SECTION, MANAGER	ODCP STAFF	YES
SHARPE, FELIX	ODCP- PREVENTION SECTION, DIRECTOR	ODCP STAFF	No
TURK-WHITE, DOREEN	EMPOWERMENT ZONE COALITION, INC., DETROIT	MEMBER	No

<b>WOOD, GOLDIE</b>	<b>BAY COUNTY PREVENTION NETWORK AT THE NEIGHBORHOOD RESOURCE CENTER</b>	<b>MEMBER</b>	<b>YES</b>
<b>ZIMMERMAN-OSTER, KATHLEEN</b>	<b>TEST, INC., FRASER</b>	<b>MEMBER</b>	<b>No</b>
<b>WINSTON, KELSEY</b>	<b>UNITED WAY OF JACKSON COUNTY; JACKSON COUNTY PREVENTION COALITION</b>	<b>MEMBER</b>	<b>YES</b>
<b>STONEBURNER, BRENDA</b>	<b>MDCH-ODCP</b>	<b>GUEST</b>	<b>No</b>
<b>DOTY, BYRON</b>	<b>MDE</b>	<b>GUEST</b>	<b>No</b>
<b>KOVALCHICK, KIM</b>	<b>MDE</b>	<b>GUEST</b>	<b>No</b>